

Paid Parental Leave Policy

Frequently Asked Questions

1. Which employees are eligible for paid parental leave?

To be eligible for paid parental leave, an employee must:

- Be a biological parent, an adoptive parent, or the spouse of a biological or adoptive parent. For the purposes of this policy “registered domestic partners” are considered spouses.
- Be eligible to accrue sick leave (generally a regular, full-time or a regular, part-time employee)
- Have had no disciplinary action in the previous two years for the misuse of sick leave.

2. How much paid leave will be available under the Paid Parental Leave Policy?

- Eligible employees will receive up to three weeks of paid leave. For example:
 - An exempt employee will be able to access up to 15 days of paid leave.
 - A non-exempt, full-time regular employee who works 40 hours a week will be able to access up to 120 hours of paid parental leave.
 - A non-exempt part-time regular employee who works 20 hours a week will be able to access up to 60 hours of paid parental leave.
 - Sworn Fire Personnel working a 24 hour shift – Up to 163.8 hours of leave.

3. Will the same amount of paid parental leave be offered to both parents?

- Yes, but each parent would have to meet the criteria listed above.

4. If both parents are City employees, are they both eligible for paid parental leave?

- Yes, but each parent would have to meet the criteria listed above.

5. Will an employee adopting a child receive the same amount of paid parental leave as an employee caring for a newborn child?

- Yes.

6. Is paid parental leave available for foster care placement?

- No.

7. Can an employee use paid parental leave prior to a birth or adoption?

- No, the birth or adoption must take place before an eligible employee can receive paid parental leave.

8. When can an eligible employee access paid parental leave?

- After their request for paid parental leave is received and approved by Human Resources.

9. Can paid parental leave be taken intermittently?

- No. Paid parental leave must be continuous (taken in a solid block of time) and used within 12 weeks of the birth or adoption.

10. If an employee is approved for paid parental leave but does not use the entire three weeks of leave during the 12 weeks following the birth or adoption, does the unused leave carry over?

- No. Any unused paid parental leave will be forfeited at the end of the 12 weeks.

11. How does paid parental leave coordinate with the Sick Leave Donation Program?

- In the event of a child birth, the birth mother can request sick leave donations after exhausting all paid time off (including paid parental leave) but only while the employee is incapacitated (generally 6 to 8 weeks following child birth).

12. Does vacation and sick leave accrue while an employee uses paid parental leave?

- Yes.

13. What if a holiday falls during the three continuous weeks of paid parental leave?

- An employee would receive holiday pay in lieu of paid parental leave. Holiday pay would not extend the length of the paid parental leave.

14. What happens to an employee's benefits while using paid parental leave?

- Benefit coverage will continue since premium contributions will be deducted from the employee's paychecks during paid leave.

15. Is there a limit to the number of times an employee can use paid parental leave?

- No.

16. Do I have to apply for retroactive paid parental leave?

- No. Employees on approved FMLA leaves related to the birth or adoption of a child that occurred after January 1, 2015 will be contacted by Human Resources.

17. Who can I contact for more information on the Paid Parental Leave Policy?

- You may contact Alecia Prins at alecia.prins@minneapolismn.gov for more information or to request a paid parental leave.